

980 North Michigan Avenue Tenant Handbook



One Magnificent Mile

980 North Michigan Avenue

Chicago, IL 60611

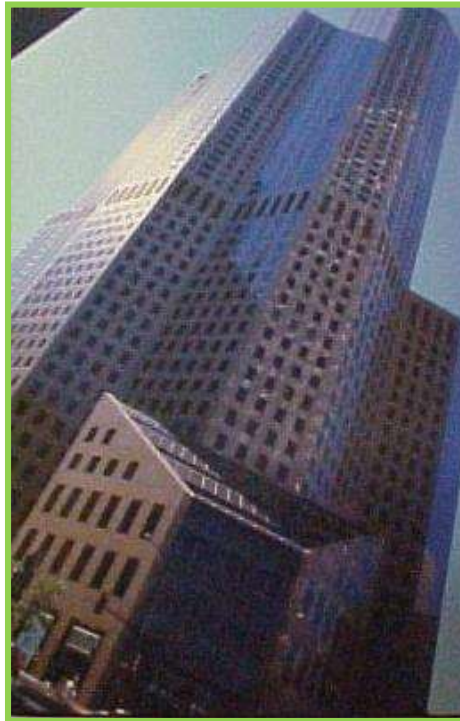
Tenant Handbook

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The One Magnificent Mile Building, a stunning Italian rose quartz granite skyscraper, was built in 1983. The prestigious and elegant building was an award winning architectural design by Skidmore, Owings & Merrill.

This 56 story structure houses 2 floors of retail space, 17 stories of office space and 36 stories of residential condominiums. The bustling commercial portion of the mixed-use high rise comprises 398,268 square feet of retail and office space up through the first 19 floors of the three towers.



One Magnificent Mile is managed by Franklin Partners, LLC, with Office leasing performed by Jones Lang LaSalle and Retail leasing performed by CBRE. The Building Management Office is located on the sixth floor, in Suite 600. Business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday with the exception of holidays. The office telephone number is **(312) 664-7777**. All questions or comments concerning the building or building services should be directed to the Building Management Office or may be answered through the building website at <http://360portal.360facility.net/onemagmile/HOME.aspx>.



Management Staff and Phone Numbers

BUILDING MANAGEMENT OFFICE

Real Estate Manager	Julie Baginskis jbaginskis@franklinpartners.net	(312) 664-7777 extension 11
Operations Manager	Adrienne O'Brien Aobrien@franklinpartners.net	(312) 664-7777 extension 16

LEASING AGENT*

Executive Vice President	Christopher Cassata cassata@jll.com	(312) 228-3754
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*Please note that our Leasing Agent is not on site

BUILDING ENGINEERS

Chief Engineer	John Orlic jorlic@franklinpartners.net	(312) 664-7777 extension 17
Assistant Chief Engineer	Kevin O'Keefe kokeefe@franklinpartners.net	(312) 664-7777 extension 19

SECURITY OFFICER

Director of Security	Jonathan Schobert Jschobert@franklinpartners.net	(312) 664-7777 extension 21
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SERVICE DEPARTMENTS

Parking Garage	Manager – Shirl Jefferson	(312) 337-2439
Riser Management - IMG Tech.	Riser/ Phone Technician	(888) 464-5520

EMERGENCY PHONE NUMBERS

Police	Emergency	911
Police	Non-Emergency	311
Fire Department	Emergency	911
Fire Department	Non-Emergency	311
Medical	Emergency	911
Poison Control		(800) 942-5969
Nearest Hospital	Northwestern Memorial	(312) 926-2000
Nearest Hospital	Emergency Room	(312) 926-5188



Alterations

In accordance with Lease Agreements, all requests to alter the premises must be requested in writing to the Building Management Office. All contractors must be Union employees and must submit Certificates of Insurance and all necessary permits to the Building Management Office prior to beginning work.

Insurance coverage must be issued as detailed on the Certificate of Insurance requirements provided in the manual. Due to the Chicago Residential High-Rise Noise Ordinance, contractors must conduct any noisy work between the hours of 8:00 am and 5:00 pm, Monday – Friday. Similarly, on Saturdays, all work consisting of noise must take place between 9:00am and 3:00pm; there can be no construction conducted on Sundays.

The Building Management Office can assist with any alterations and construction services as required by tenant (painting, carpeting etc.,). Contact Building Management for more information (312-664-7777).



Authorized Signers & Tenant Emergency

It is important that Building Management is supplied with a contact person(s) and emergency telephone number(s) of key personnel employed by each tenant. The individuals listed will be used only in case of an after-hour building emergency. It is the responsibility of the tenant to update this information with the Building Management Office.



Building Access Information

The 980 North Michigan Avenue Building Management Office, Suite 600, is open for business Monday through Friday from 8:30 am to 5:00 pm.

- ❖ The 980 North Michigan Avenue entrance is **open** during the following times:

Monday through Sunday 7:00am –varies,
based upon Spiaggia closing time.



Tenants entering the building when the 980 North Michigan Avenue entrance is locked may use their building access card for entry. There is a card swipe located on the outside of the building below the handicap door release.

Guests entering the building when the 980 North Michigan Avenue entrance is locked may use the intercom located next to the north swing door to contact Security. Security will grant access from their remote location, in accordance with the after-hours policy to ensure building safety.

Intercom



Card Reader

- ❖ Elevators servicing office tower are **open** during the following times:

Monday through Friday

7:00 am to 7:00 pm

After hours, tenants may use their building access card to be admitted up to the Office Tower by swiping the access card past the card reader inside the elevator on the left side below the call buttons.

Elevator Card Reader





Building Access Information cont.

There are 8 passenger elevators and 2 service elevators that service the office portion of the building.

There are six passenger elevators located in the 2nd floor lobby that access floors 2 through 19.



There is a handicap accessible passenger elevator located in the 1st floor lobby that serves from the ground floor to the 3rd floor.



The garage elevator located in the retail corridor serves the garage and 2nd floor.



Each elevator is equipped with Braille floor numbers and alarm buttons.

Passenger elevators are available for unrestricted use for office tenants during normal business hours 7:00 am to 7:00 pm. Outside of normal business hours and during the entire weekend, the passenger elevator requires building access cards.

Passenger elevators are intended for passenger use only. Delivery carts and mail carts may only be used in the service elevator.

An employee without a building access card may be admitted when an individual from their company's list of authorized signers verifies with the Security Officer permission to grant them access. The authorized signer will be required to give the Security Officer their building access card number in order for them to confirm the person on the phone.

Tenants should make arrangements to meet guests at the 2nd Floor lobby and escort them to their office suite after business operating hours and on weekends.

Please be advised that all access policies and procedures are subject to change at building discretion.



Building Amenities

The One Magnificent Mile Building offers tenants a variety of services available within the building.

Office of The Building	6 th Floor	664-7777	
Conference Room	6 th Floor	664-7777	Conference
Fitness Center	6 th Floor	664-7777	Fitness Center
Wi-Fi Lounge	6 th Floor	664-7777	Wireless Internet
UPS Drop Box	6 th Floor		
Fed Ex Drop Box	6 th Floor		
Spiaggia Restaurant	2 nd Floor	280-2750	Restaurant
Café Spiaggia	2 nd Floor	280-2750	Restaurant
Delle Amiche	2 nd Floor	337-2665	Salon
Optica	129 East Oak	642-2550	Eyeglasses
Tod's	121 East Oak	943-0070	Shoes
Marshall Pierce & Co	960 North Michigan	642-4299	Jewelry/Watches
The RealReal/CafeCafe	940 North Michigan	626-0340	Apparel/Cafe



Building Holidays

980 North Michigan Avenue is officially closed on the following holidays where no HVAC is provided, and access to the building is limited to those tenants with building access cards.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Deliveries

All deliveries to the building must be made through the Loading Dock and Receiving Area. This area is located on the Oak Street side of the Building, just west of the main entrance. Normal business hours for the Loading Dock and Receiving Area are 6:00 am to 6:00 pm Monday through Friday, 7:00 am to 3:00 pm on Saturday and closed on Sunday and Holidays.

The One Magnificent Mile Building is a mixed-use building with a variety of occupants. We must enforce the policies of the Loading Dock and Receiving Area to help ensure timely deliveries and pick-ups for all occupants of the building. Please use the Loading Dock for loading and unloading only – NO PARKING in the Loading Dock. The Chicago Police Department will ticket and/or tow any vehicle parked in the driveway running from Oak Street to the rear alley. This area must be kept clear at all times because it is a public thoroughfare and City of Chicago property. Drivers have 30 minutes to load and/or unload their cargo in the Loading Dock. They will be handled on a first come first serve basis during the normal shipping and receiving hours. Vehicles larger than 12 ½ feet high by 25 feet long will be turned away from the Loading Dock because they will not fit. For security reasons, we must be able to close the doors once the vehicle is inside the dock. All trucks that cannot fit inside the dock area may unload on Oak Street.

Please try to have all your deliveries made to your suite during the normal Loading Dock hours. If you can not avoid an off-hour delivery or you anticipate a delivery or pick-up will take more than 30 minutes, you will need to schedule the delivery as a "move".



Materials must be moved on rubber wheeled carts and handled in such a way as not to cause damage to any surfaces, floors or walls. All materials must be taken directly to the delivery destination. It is not permitted for any materials to be stored or piled in common areas. Please note that the building staff is not permitted to sign for tenant deliveries and/or shipments. COI's are required for deliveries and moves.



PROPERTY REMOVAL PASS

A Property Removal Pass is required for any employee that removes equipment, supplies, or furniture from the tenant suite. Each pass must be signed by an Authorized Signer of the suite, and must include the date, time, and list the items being removed from the suite. Property Removal Passes are available on the building website, <http://360portal.360facility.net/onemagmile/BUILDINGINFORMATION/FORMS.aspx>.



Directory & Signage

The touch screen directory is situated in the building 2nd floor lobby on the Security Console. Company name and suite number will be added to the directory when a Tenant moves into the Building. Changes or additions must be submitted in writing to the Building Management Office, Suite 600 or by email to OMMOffice@franklinpartners.net. There is no charge for changes or additional directory listings.

Signage on multi-tenant floors must conform to the building standard. A suite sign will be provided upon a Tenant's move in with their company name on it at no charge. Any change requests must be made in writing through the Building Management Office. This will be charged via a service request and there is an approximate 4-week lead time.



Heating and Air Conditioning (HVAC)

Heating, cooling and ventilation is provided Monday through Friday, 8:00 am to 6:00 pm, and on Saturday 8:00 am to 1:00 pm. Service is not provided on Sundays or holidays.

Heating and cooling can be furnished for an additional charge after normal business hours, when requested by the tenant at least 48 hours in advance. See Service Request Fees listed in this manual for prices.

Requests and questions regarding the temperature levels should be directed to the 360 portal.



Janitorial & Housekeeping

Cleaning and waste removal is performed Monday through Friday between the hours of 5:00 pm and 1:00am. A limited day staff is available between 7:00 am and 4:00 pm, to clean the building lobby, washrooms and public areas as well as provide supplemental janitorial services to tenants.

For any large items that do not fit in a wastebasket, place an orange "Throw Away" sticker on the item(s) to let the cleaning crew know to throw the item(s) out. If there is more than one item, place a sticker on each item. These stickers are available from the Building Management Office. These items will be removed with your regular evening cleaning. Please place a service ticket in the 360 portal to arrange for disposal of larger items such as furniture, skids, computers, etc. The item(s) must be kept in your space until arrangements for disposal are made.

Interior Window Washing. Tenants will be given advanced notice of an interior cleaning and asked to temporarily remove any items in front of windows. An engineer/security officer will escort the window washing company into all tenant offices and remain with them at all times.

Night Janitorial Cleaning Specifications:

Tenant Suites

❖ Nightly

1. Carpeted Floors - Vacuum all carpeted floors, moving all light furniture such as chairs.
2. Uncarpeted Floors - Dust mop all hard-surfaced floors using a treated dust mop, moving all light furniture. Spot clean where necessary to remove spills and smudges and spray buff as necessary.
3. Dusting - Hand dust and wipe clean with a damp or treated cloth all office furniture, files, fixtures, paneling, and all other horizontal surfaces. No feather dusters will be allowed. Paper left on desk tops will not be moved.
4. Furniture and Accessories - Spot clean all furniture and file cabinets to remove streaks, spills, stains and finger marks. Damp dust telephone accessories as necessary. Empty, clean and damp dust all waste receptacles.
5. Door and Walls - All doors, jambs, walls, window mullions and glass partitions to be cleaned removing all finger marks, streaks, spills, stains and smudges.
6. Trash Removal - All trash from wastebaskets and other debris will be removed.

❖ Weekly

1. Carpeted Floors - All carpeted floors will be edged with a small broom or edging tool. Baseboards treated with dust cloth.
2. Dusting - Wipe with treated dust cloth all chair legs and rungs, furniture legs and other areas of furniture and accessories not dusted during the nightly dusting. No feather dusters will be allowed.

Monthly

1. Uncarpeted Floors – All hard-surfaced floors will be spray buffed with a rotary buffing machine. All finish marks will be removed from baseboards, doors and frames.
2. High Dusting – All horizontal surfaces and ledges, such as picture frames, etc., that are beyond the reach of normal nightly dusting will be dusted monthly.
3. Glass Partitions and Doors – All glass doors and partitions will be washed. All watermarks will be wiped from adjoining surfaces.

❖ Bi-Monthly

1. Carpeted Floors – All carpeted floors will be vacuumed, using a pile-lifter to restore pile to it's upright condition.
2. Uncarpeted Floors – All hard-surfaced floors will be completely stripped down to the bare floor surface. After stripping, the floor mopped and dried, then re-waxed and polished. All wax, water and other marks will be removed from wall, baseboards, doors, etc.

Restrooms

❖ Nightly

1. Floors & Tiles – Floors will be swept clean and wet mopped, using a germicidal detergent.
2. Metal Fixtures – Wash and polish all mirrors, towel dispensers, receptacles and any other metal accessories.
3. Ceramic Fixtures – Wash and disinfect all basins, including faucets, bowls and urinals, including tile walls near urinals. Wash both sides of toilet seats with germicidal solution to disinfect and wipe dry.
4. Metal Partitions and Walls – Partitions, tile walls and outside surfaces of all dispensers/receptacles to be damp wiped using germicidal solution. Disinfect restroom handles, door handles, stall handles, grab bars, flush handles and faucet handles.



Keys & Building Access Cards

Upon initial occupancy, tenants will be issued two (2) keys per suite. The restrooms have codes; those will be provided upon move in. Tenants may not alter their locks in any manner without the prior written consent of Building Management.

Additional keys must be ordered through the tenant 360 portal via a work order made by an authorized signer from the requesting company. There is a \$5.00 charge for additional keys. Tenants are prohibited from duplicating suite keys.

Each new tenant employee will be issued a building access card upon initial occupancy. Lost cards or damaged cards will be replaced at a \$10 charge to the tenant. Those charges will appear on the next rent statement.

In order to control access to the building, tenants will be required to have a building access card for after hours. These cards may be obtained by placing a Work Order through the tenant portal and then coming to the 6th Floor Concierge Desk at 2 pm Monday – Friday to have a photo taken. The employee should bring photo identification with them. It is the tenant's responsibility to either return the access card or contact the Building Management Office to deactivate the access card should an employee leave the company. It is imperative to building security that the Building Management Office is notified in the event of a lost or stolen access card.

All tenants are required to show their building access card every time they access the office tower via the 2nd floor elevators, Monday through Friday, 7:00 am to 7:00 pm. Before 7:00 am or after 7:00 pm and weekends, please use the access cards to operate the elevator.



Move In Checklist

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- ❑ Order new stationery, envelopes and business cards with new address and numbers
- ❑ Contact the electric company to initiate service. ComEd (877) 426-6331
- ❑ Contact the Telephone Company regarding installation of phone service for your company
- ❑ Contact IMG Technologies at (888) 464-5520 prior to move in order to bring phone lines to suite
- ❑ Notify the post office of your change of address
- ❑ Send a change of address card or note to clients, vendors and friends
- ❑ Reserve the Dock & Freight with the Office of the Building by calling (312) 664-7777
- ❑ Complete required forms, keep a copy for yourself and return the original to the Building Management Office
 - ❑ Furnish your moving company with a copy of the requirements for certificate of insurance.
 - ❑ Ensure that the Office of the Building has a Tenant Certificate of Insurance on file prior to move in.



Moving Procedures/Information

Furniture moves and deliveries must be coordinated with the Building Management Office at least 72 hours in advance. We will only schedule one move during a given time period and will schedule them on a first come first serve basis. All moves must be scheduled after normal business hours, after 5:00 pm Monday through Friday, after 1:00 pm on Saturday or all day Sunday. On weeknights, the freight elevator must be shared with the Cleaning Crew from approximately 5:30 pm through 1:00 am.

All moving vehicles must unload and load at the loading dock. Vehicles larger than 12 ½ feet high and 25 feet long will prevent the dock doors from closing. If a tenant anticipates that they will need a larger truck, a Security Officer will be scheduled to monitor the dock area at the tenants' cost.

All moving contractors must be Union employees and are required to use only the freight elevator. Any damage or remaining debris after a move will be the tenant responsibility and billed to them. The tenant is responsible for providing access to their office suite for their moving contractor.

Protection of the building carpets, walls and elevators is required and must be provided by the moving contractor. Tenants must instruct their moving contractor to avoid blocking any fire corridors, exit doors, elevators, hallways or the lobby by order of the Fire Marshall. Tenants must determine prior to a move if oversized furniture will fit on the freight elevator or if it must be top-loaded or under slung. The Building elevator company must supervise this type of work and operate the elevator. The tenant will be charged for this service. The dimensions of the freight elevator are:

Doors: 45 3/8' wide by 89" high
Cab: 59" deep by 69 ½" wide by 107" high

MOVING INSURANCE

When moving into One Mag Mile your moving company must be Union and provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability.

For your convenience, the requirements for Certificate of Insurance are attached.

Once completed, the insurance information may be emailed to ommoffice@franklinpartners.net



Outside Service Provider

All outside service providers need to deliver a current Certificate of Insurance to the Building Management Office, as required by Landlord, prior to work commencing, so that service providers will be allowed access to the building. A few examples of outside service providers are: copier, fax machine, technicians, carpenters, plumbers, electricians, telecommunication providers, computer repair, flooring, carpet installers, furniture assemblers, movers, etc. Because they may potentially cause damage to the building, your staff, your equipment and furniture or the service provider's employee(s), they are required to have a certificate of insurance and endorsement on file prior to any work being done. All outside service providers must be Union employees. Non-union employees are not allowed to do work within One Mag Mile.

❖ Scheduling an Outside Service Provider

1. Request a Certificate of Insurance from the service provider;
2. Notify the Office of the Building in writing along with providing the current certificate of insurance for such provider to franklinpartners@ebix.com.
3. Instruct the service provider to sign in at the loading dock, where they will be required to present photo identification.

If all the above steps have been followed, the service provider will receive a Building pass sticker with the One Mag Mile logo to wear. The service provider will be instructed to keep the sticker in plain view at all times. As a security measure, please notify the Building Management Office at (312) 664-7777 if someone unfamiliar is seen without a Building pass sticker.

The following list of companies represent the Building ownership, and need to be added to the Certificate of Insurance as Additional Insureds:

- ◆ Sheffield Properties of Illinois, Inc.
- ◆ Sheffield Management Company, Inc.
- ◆ Franklin Partners, LLC
- ◆ Franklin Management, LLC
- ◆ Chicago Title Land Trust Company as Successor Trustee to LaSalle Bank National Association, not personally but as Trustee under Trust Agreement dated 9/14/78 and known as #100049
- ◆ Consolidated Electrical Distributors, Inc.
- ◆ Blackfriars Corporation.

The Building Management Office will keep certificates of insurance on file. It is the responsibility of the tenant to make sure that all vendors that perform services for their suite have a correct and current certificate of insurance on file prior to scheduling work. Please contact the building management office at (312) 664-7777 to verify the status of vendor insurance.



Parking

The One Magnificent Mile Garage is conveniently located within the building for easy access. The garage provides indoor heated valet parking operated by Legacy. The One Magnificent Mile Garage offers early bird, hourly and monthly parking rates



Transient parkers are welcome during normal operating hours of the garage. Vehicles enter the garage at Walton Street. Pedestrian access is available within the building by use of the passenger elevator located near Café Spiaggia or by the pedestrian entrance on Walton Street.

For any questions about the garage, rates and offered services, please call the garage directly at 312-337-2439.



Postal & Overnight Deliveries

A U.S.P.S. Mail Box is located in the 2nd floor hallway between the passenger elevators and the Sundry Shop.

Monday through Friday mail is delivered to your suite by a U.S. Postal worker in the afternoon. Mail is picked up from the Mail Box at times posted on the Mail Box. Any inquiries about mail service should be directed to the Fort Dearborn Post Office at (312) 644-3929.

The nearest postal service U.S. Post Office is located at: The John Hancock Center, 875 North Michigan Avenue, Lower Level.

There are overnight drop boxes for two (2) major carriers: FedEx and UPS located on the 6th floor, in the hallway to the right of the Wi-Fi Lounge, (as viewed from the elevator lobby). Pick up hours are stated on the boxes. Additionally, you can schedule a pick-up directly with Fed Ex and UPS as well.



Recycling

One Magnificent Mile uses a waste removal company that recycles all paper materials. The blue container under the desk is to be used for recyclables only. All other waste material should be deposited in a centrally located waste container with a provided plastic liner. Should you require additional blue containers, please contact the Building Management Office.



Recyclable

- ◆ White paper
- ◆ Colored paper
- ◆ Computer paper
- ◆ Envelopes (with or without windows)
- ◆ Corrugated Cardboard
- ◆ Copy & fax paper
- ◆ Magazines
- ◆ Newspapers
- ◆ Manila folders
- ◆ File Folders

Not Recyclable

- ◆ Wet food waste
- ◆ Food containers & wrappers
- ◆ Inks & cartridges
- ◆ Carbon paper
- ◆ Paper towels, napkins & tissues
- ◆ Phone books, any bound book
- ◆ Wrappers from paper reams
- ◆ Plastic laminated paper
- ◆ Brochures & binders
- ◆ Cans



Rent Charges

Under the terms of each Lease Agreement, rental payments and miscellaneous charges are due and payable, without demand, on or before the 1st of each month. You will receive a rental invoice approximately five (5) days prior to the due date.

All checks should be made payable to **One Magnificent Mile**. Please mail or drop off your remittance to the following address:

**One Magnificent Mile
c/o Franklin Partners, LLC
980 North Michigan Avenue, Suite 600
Chicago, IL 60611**

Any questions regarding rent statements should be directed to the Building Management Office at (312) 664-7777.



Service Request System - Online

To access the 980 North Michigan online service request system, open your Internet browser and go to the site: <http://360portal.360facility.net/onemagmile/HOME.aspx>. To place a service request, click on the "Submit a Request" button on the home page.

1. You will be prompted to enter a username and password. Your username will be the first initial of your first name and last name (ex: JDoe), and the password will be 12345 until you change it.
2. To place a work order, click on the link marked "Create a Request", which is the first tab in the top left corner. A new page will display from which you will place your service request. Your floor and suite location are automatically in place once you log on. You have the option to have your request taken care of as soon as possible or, you may assign a date and time for which the request should be completed.
3. You must then choose what kind of service that you need performed. Click on the arrow button to the left of the Request Type tab and a drop down will appear from which to make a selection.
4. The last step is to enter the particular details of the request, and hit the submit button. The details of your service request automatically go to a paging device carried by the building engineers. In addition, your request appears on the computer in the Building Management Office where we monitor the requests. The device and the management computer are linked so that the office knows when the request was received and when it was completed.

If you have any questions, please contact the Building Management Office at (312) 664-7777.



Smoking Policy

In order to maintain a healthy working environment for all tenants, please be advised that smoking is prohibited throughout One Magnificent Mile including but not limited to all tenant suites, restrooms, corridors, freight areas, stairwells and parking garage. Smoking is also not allowed at the entrance of the building.

Per the Illinois Clean Indoor Air Act, Illinois law bans all smoking in any enclosed indoor area used by the public or serving as a place of work, such as a commercial establishment. Individuals who smoke in a public place may be found guilty of a petty offense and can be fined up to \$500.

This policy will be strictly enforced. Please contact the Building Management Office immediately at (312) 664-7777 if you encounter any cigarette smoke within the building or at the building entrances.

We appreciate your cooperation in making One Magnificent Mile a healthy work environment for everyone.





Telecommunications

One Magnificent Mile has retained IMG Technologies to maintain the communications riser system. They are responsible for the integrity of the building's telephone cable from the main telephone room to the telephone panel within the tenant's office suites and provide the circuit installation service between these two locations.

To schedule work by IMG Technologies, please contact them directly at (888) 464-5520. Tenants may use their preferred service provider within their suite. Any questions regarding IMG Technologies services should be directed to the Building Management Office at 664-7777.

Tenants must contact IMG Technologies prior to move in to coordinate phone and data services. The building is wired for cable television provided by Comcast, AT&T and RCN. This service must also be coordinated with IMG Technologies.



Bomb Threat/Explosion

A large majority of bomb threat calls are false alarms meant to disrupt the normal work of a person or company. However, at no time should any threat be regarded as just another false alarm. Should any tenant receive a bomb threat, the following steps should be taken for the safety of all persons in the building.

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message.
2. Pay close attention to the exact words of the person placing the call.
3. Ask the following details:
 - WHEN? Will it detonate?
 - WHERE? Is it located?
 - WHAT? Type of bomb is it?
 - WHAT? Does it look like?
 - WHY? Is the caller doing this?
 - WHO? Is the caller?
4. Note the following details:
 - Time of call
 - Exact words of caller
 - Male or Female
 - Does the caller have an accent?
 - Background noises
 - Is the voice familiar
 - Time the call is terminated

5. At the conclusion of the call, immediately contact:

Chicago Police Department	911
Management Office	312-664-7777
Floor Warden/Assistant Floor Warden	

6. Immediately cease any operation of radio equipment such as paging systems, walkie-talkies, etc.
7. The Floor Warden and Safety Team should quickly and thoroughly search their company area for suspicious, unusual or foreign items. Do not touch, move, disturb or cover any suspicious items to include opening and closing doors. Leave the area and report any findings to the Police Department or Building Management.



Bomb Threat/Explosion Cont.

8. The Building staff will search common areas such as stairwells and the lobby.
9. If no object is found, it will be at the discretion of each company whether to evacuate or not. Most bomb threats are targeted to disrupt business. Building Management will not evacuate the building unless the Chicago Police Department or Chicago Fire Department determines that a potential hazardous condition is present.
10. If relocation is necessary, as determined by the above parties, the Building Management will notify the tenants to evacuate using the Emergency Plan.

EXPLOSION

If an explosion occurs, notify the Management office immediately with the following information:

1. Your name, location and phone number
2. Exact time and location of the explosion
3. Probable cause of the explosion
4. Any reasons you have to believe the explosion was caused by a bomb.
5. Extent and number of injuries
6. Whether explosion caused a fire, if so, location of fire.

The Building Management Office will immediately contact the Fire and Police Department, as well as dispatch emergency medical personnel to the building.

You should move or evacuate all employees and visitors from your area.



Electrical Power Outage

A power outage is not a life-threatening situation. One Magnificent Mile is equipped with an emergency generator system that will power critical building systems during a power outage. These systems include alarm and fire safety systems and limited emergency lighting on each floor. All elevators will be lowered to the main lobby and the doors will remain open. If an outage is for a longer duration, you may desire to leave the building or be required to evacuate by utilizing the stairwells.

- ◆ When the power goes down, the building will shut down for a few seconds.
- ◆ The emergency generator will turn on life safety systems and limited lighting on each floor.
- ◆ During a power outage, it is recommended that you turn off as much equipment as you can so we do not experience power surges when the normal power comes back on.
- ◆ If the power outage continues for a considerable amount of time, the building may experience climate changes. In the summer, it will get warm and in the winter, it will get cold.
- ◆ If the Building Management Office determines that the building needs to be closed down, they will request that all tenants or non-essential personnel be sent home.
- ◆ We will contact all tenants as soon as possible via the emergency contact list provided by each tenant. If you have not provided such a list, you will not be notified. Please make sure to keep an updated copy of your emergency contact list with the building.

Emergency Procedures

Knowing how to respond quickly and efficiently during an emergency could mean the difference between life and death. The combined cooperation of the tenants, security, building engineers, building management, police department and fire department can avert a tragedy.

The contents of these plans are designed as an operational guide for the safety and protection of the tenants and visitors in the building. When implemented and supplemented with appropriate instructions from Building Management, these plans become an operational tool for effective and responsive action when building occupants are forced to cope with various emergency situations. In order to be prepared for an emergency, all tenants should familiarize themselves with the following emergency plans.

Elevator Emergency

Each elevator is equipped with an **Alarm Button**. Pressing this button will activate the intercom system.



In the event an employee or visitor becomes entrapped in an elevator, immediately hit either the "stop" or "alarm" button. The alarm sounds directly to the security control room. Security will answer on the intercom and notify the elevator contractor. Security will remain on the intercom communicating at all times until the individual is released as soon as possible. Please remember to remain calm if an entrapment occurs.

Escalator

Use caution when riding the escalators located in the lobby. Skinny heels, long coats, skirts or untied shoes may get caught in the escalator stairs. Therefore, please make sure that shoes are tied and hold up any items that may potentially drag on the ground. The escalator will automatically stop if an item does get caught.



Fire Procedures

Responding immediately to an emergency will reduce, if not eliminate the possibility of injury and minimize damage and disruption to tenant operations. By following the procedures outlined below, as a team we can achieve a coordinated effort.

Smoke:

1. Call the Building Management Office/Security at 664-7777.
2. Building personnel will investigate the source of the smoke and take proper action.
3. If necessary, an evacuation notice will be given over the safety speaker system.
4. If the source of the smoke is from outside of the building, the engineering staff will inform the tenant of the issue and work to alleviate the problem.

Fire:

1. **Isolate the fire by closing the door, if you can do so safely.**
2. **Call 911.**

Information to be given to the 911 Dispatcher:

What is the emergency? Alarm, Smoke, Fire, Flames, etc.

Your address: 980 N. Michigan Avenue

Type of Occupancy: High Rise

Your Floor Number: _____

Your Unit Number: _____

Your Telephone Number: _____

Listen to the dispatcher. LET THE DISPATCHER HANG UP FIRST!!

3. Alert the Building Management Office/Security at (312) 664-7777.
4. Notify the Floor Warden/Assistant Floor Warden of the locations and size of the fire and any action that has been taken.
5. Await instructions given over the safety speaker system or from the Floor Warden/Assistant Floor Warden.

If you see smoke or fire, and in your judgment, any fire has reached major proportions, DO NOT DELAY in putting your evacuation procedures into action. If the building has smoke or fire, the system will be activated. Never put your life or anyone else's in jeopardy by making phone calls first.



General Security

One Magnificent Mile is staffed with security personnel 24 hours a day, seven days a week. Security officers enforce building regulations, maintain order, investigate building alarms and screen personnel entering and exiting the building.

During non-business hours, security officers conduct regular patrols. Security officers do not have access to any tenant suites.

Please contact Security at (312) 664-7777 to report any security or safety related issue within the building. This includes the reporting of any unusual or unauthorized occurrence, such as solicitors entering your space. Please provide a description of any suspicious individuals.

We appreciate your cooperation in the observance of the following safety guidelines:

- Notify the Building Management Office of loiterers or suspicious persons in corridors or restrooms
- Always take your suite keys and building access card with you when you leave the premises.
- Know the location of all emergency exits on your floor and throughout the Building. You may want to post a list of these locations for your staff.
- Review your security/safety procedures periodically with your staff.
- Never leave your reception area unattended when your suite entry door is unlocked.
- Carefully check the identification of any service providers working in your office area.
- Keep all valuables, including your purse and wallet, in a locked space. If a locked space is not available, keep valuables out of plain view, so they won't be an easy target for thieves.
- Don't keep coats or jackets on a chair back where they will be visible from your reception area. Thieves can very quickly rifle through the pockets looking for keys or money.
- Lunchtime and right before closing are usually the busiest time for an office. This makes for prime time for thieves to strike.
- Put serial numbers on all business equipment so it is easy to identify the equipment in the event it is stolen. Also, occasionally examine your wastebasket contents at the end of the day to be sure no office equipment has been hidden by a thief for later removal.
- Keep all vault or safe combinations in a locked desk drawer and remind your staff to keep copies of their credit cards and addresses in a safe place.

- If an employee has been issued a One Magnificent Mile building access card, immediately notify the Building Management Office of the employee's termination so we can deactivate their key card.
- Consider changing your locks, safe or vault combinations and security access codes whenever an employee is terminated.
- If you call 911, please alert Security or the Building Management Office at 664-7777 as well so we can help the emergency personnel get to your location as soon as possible.



Life Safety Objectives

Life Safety Objectives

The Chicago Fire Department (CFD) Life safety Program goal is to educate, train and instruct high-rise building management, tenants and employees about life safety guidelines.

- Educate high-rise building management on fire safety protection systems.
- Train high rise employees on emergency preparedness.
- Instruct the high-rise community on Chicago Fire Department emergency guidelines.

Calm

When an emergency strikes, people tend to panic. Keeping calm in an emergency will help lead you to safety because it allows you to think clearly and take action. To help you remember important steps that need to be taken in a high-rise fire situation, the CFD developed the acronym CALM, which stands for Call, Alert, Listen and Move. By remembering the meaning of CALM and putting it to work you and your co-workers can help the Fire Department keep you safe.

C.A.L.M

Call 911 First

Alert Building Management/Security

Listen For Instructions/Public Address System

Move to Safety and Evacuate If You Are In Danger

CALL 911 first because every minute counts. When calling 911 remember to provide accurate information such as address, office number and location of the fire or potential emergency.

ALERT building management, security, maintenance and your co-workers only after calling 911. Provide building personnel accurate information about the fire or emergency because they will provide that information to the fire department when they arrive on the scene.

LISTEN to safety instructions transmitted over the public-address system. Once the fire department arrives on the scene the instructions may change. It's important to listen and follow those instructions.

MOVE to a safe area or evacuate only if you are in immediate danger. Depending on the location of the fire, you may be asked to move to another floor away from the fire floor; Evacuate the building and/or go to the lobby; Or you may be told to stay where you are. Being asked to stay where you are can often be the safest thing to do, so remember **CALM**.

Each tenant has been asked to nominate Wardens, Searchers and Stairwell Monitors to assist in the orderly evacuation of their space and floor.

Life Safety Team



Tenant Warden

The general duty of the Tenant Warden/Assistant Tenant Warden is to operate under the general supervision of building management and guide emergency procedures for the safety of employees on his/her floor, department or office. Tenant Warden's and their assistants must assure that during their absences from the building, other qualified associates are familiar and available to perform the emergency duties.

Responsibilities:

1. Nominate personnel for emergency positions. Emergency personnel must generally work in their respective company area within the building, rather than having primary duties and responsibilities at off site locations.
2. Maintain a current roster of company employees.
3. Maintain a current roster of all searchers and alternates for their specific area of responsibility.
4. Inform building management of changes in emergency personnel.
5. Periodically review emergency procedures with building management, emergency personnel, and fellow employees.
6. Insure that special emergency procedures are implemented and followed on assigned floor.
7. Preplan the evacuation of handicapped and/or physically impaired personnel.
8. Direct the evacuation of all personnel on the floor.
9. Once the floor has been evacuated, conduct a roll call to account for all employees.
10. Maintain communication with key personnel within the building during the time of emergencies.



Life Safety Team Cont.

Job Requirements:

1. Know the details of emergency procedures.
2. Know the locations of all exits on the floor.
3. Know the locations of all fire equipment on the floor.
4. Know how to operate fire equipment.

The Tenant Wardens are a vital nerve in the response to a building emergency. They are the appointed connecting link between the Management Office and their respective areas. Communication of emergency instructions and information must never be interrupted due to the transfer or loss of this key individual. Thus, any changes in employment status and/or replacement of each Tenant Warden or their designated back up must be reported to the Building Management Office.



Searcher

The general duty of the Searcher is to work under the direction of the Tenant Warden/Assistant Floor Warden to find and evacuate all occupants from his/her area of responsibility; specifically, from remote areas such as restrooms, storage areas, file rooms, kitchens, etc. It is imperative the Searcher know the location of the emergency and direct tenants and visitors to safe areas.

Responsibilities:

1. Check all areas, including rest rooms, conference rooms, file rooms and remote areas of the floor.
2. Assist in evacuating all tenants and visitors. Advise all personnel to the nearest emergency exit. Remember, a calm voice of a trained person can decrease fear and panic.

3. Advise all remaining personnel on the floor of the emergency and insist on their evacuation.
4. Close all doors as each area is evacuated to reduce airflow, if can be done so safely. Do not lock doors.



Life Safety Team Cont.

Job Requirements:

1. Know the details of the emergency procedures.
2. Know the locations of all exits on the floor.
3. Know the locations of all fire equipment on the floor.
4. Know how to operate fire equipment.

All Searchers on a floor should begin at a central location and move in opposite directions. Searchers should coordinate with the Floor Warden the evacuation of individuals with physical disabilities who require special assistance.



Stairwell Monitor

The general duty of the stairwell monitor is to assist in safe evacuation down the stairs of all occupants on their assigned floor. There will be one stairwell monitor designated at each stairwell exit, two (2) per floor.

Responsibilities:

1. Check the temperature of assigned stairwell door to ensure it is not hot.
2. Check stairwell landing to make sure there are no obstructions and no smoke.
3. If the stairwell is obstructed or smoke is evident, direct people to alternate stairwell.
4. Maintain orderly evacuation down the stairwell and keep people moving safely.
5. Remain at their post until the Fire Warden or other authorized personnel advises that all employees have been evacuated.

Job Requirements:

1. Know the details of the emergency procedures.
2. Know the locations of all exits on the floor.
3. Know the locations of all fire equipment on the floor.
4. Know how to operate fire equipment on pages 43 of 57.



Life Safety Team Cont.

Security Personnel

In the event of an emergency, security personnel will instruct all occupants in the building on proper procedures. Please allow them to perform their duty by following their directions. Their responsibilities include the following:

1. Not allowing the employees in the building to use the elevators.
2. Direct occupants to safe areas.
3. Make sure swing doors are unlocked and breaking (folding) the revolving doors if necessary.
4. Supply the fire department with the location of the fire.
5. Direct occupants out of the way of the Fire Department.

Engineering Staff

The building Engineers are responsible for managing the building safety systems. In the event of an emergency, the engineers' responsibilities are as follows:

1. Assure the building safety systems are functioning such as sprinkler systems and alarm systems.
2. Report to the fire area with fire extinguishers.
3. Direct the Fire Department to location of electrical panels, sprinkler shut-off and any other relevant information.

Building Management

Building management will each have a specific role in the case of an emergency.

Operations Manager

1. Supervise the entire building staff.
2. Confirm that the proper authorities have been notified.

3. Ensure the Fire Department has immediate access to all affected areas and has current floor layouts.
4. Oversee proper evacuation

Real Estate Manager

1. Remain in the Building Management Office, if possible, to answer phone calls and questions.
2. Remain attuned to events with building radio.

Various aspects of the building's emergency plan will be tested on a deliberate, systematic and periodic basis in accordance with the instructions from Building Management and the Chicago Fire Department. This testing will familiarize key personnel with their emergency duties and responsibilities and allow them to evaluate the Emergency Plan and determine any deficiencies.

Remember, the Building Management Office, Engineering and Security staff will have many positions and procedures they need to follow to assist the Fire Department or Police with the problem as quickly as possible. **It is essential that the Life Safety Team train all co-workers in these evacuation/relocation procedures so that everyone can help themselves.**



Medical Emergencies

If there is a medical emergency within an office or observed, immediately call 911. The following information should be reported to the Operator:

1. Nature of the medical emergency
2. Location: 980 North Michigan
3. Floor and suite number of the emergency
4. Advise the Ambulance to go to the Loading Dock of the building located on Oak Street.

Notify the Building Management Office/Security at (312) 664-7777 with the above information in order to provide additional assistance. One Magnificent Mile personnel will meet the ambulance crew and assist them to the freight elevator and getting to the problem as quickly as possible. The One Magnificent Mile staff will provide any assistance that may be necessary.



Mobility Impaired & Safety Tips

Individuals with any mobility impairment need to be considered prior to any evacuation. It is necessary for the Tenant Wardens to notify Building Management of any mobility – impaired tenants that may require special assistance in the event of an evacuation. This includes temporary impairments as well, such as a broken leg/foot, knee braces, etc.

Tenants not requiring assistance and are not aiding with an evacuation will evacuate first. This avoids the possibility of persons in need of assistance being bumped and falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, persons with mobility impairment should be positioned near fire exits stairs located furthest from the fire. If fire conditions pose an immediate threat, the Tenant Warden should enter into the exit stairwell with the individual and wait for special assistance from the Fire Department. Someone from Building Management, Security and/or the Engineering staff will assist in evacuating the mobility impaired in the event the Fire Department has not yet arrived.

Important Tips

- ◆ If you use a fire extinguisher, keep your back to the door to evacuate.
- ◆ Do not use elevators to evacuate. Elevators may be used only when assisted by the Fire Department.
- ◆ Do not return for personal belongings.
- ◆ Do not open any doors before placing a hand on the door. If the door is warm or you see heavy smoke, leave your door closed. There is probably a fire on the other side. DO NOT OPEN THE DOOR. Proceed to seal any cracks around the door and any other openings with wet towels, if possible.
- ◆ If smoke is present, remain close to the floor.
- ◆ Descend the stairs with care, a fall might injure you or those who follow.
- ◆ Please direct guests who are not familiar with the building.
- ◆ Do not re-enter the building until directed to do so by Property Management or the Chicago Fire Department.

Upon the arrival of the Chicago Fire Department, all members of the Building Safety team should waive their duties to the Fire Department. The fire department will assume all responsibility for fire suppression. In the event that the Fire Department is called to the building, it is imperative that everyone pays close attention to what is being said over the safety speaker system. The fire department will direct tenants as to which floors to evacuate. Not all situations require a full building evacuation.



Safety Systems

Automation System

The One Magnificent Mile Building has a state-of-the-art Building Automation System, which uses a central computer to manage certain functions. This system eliminates any chance of human error. The Life Safety System speakers and fire mode for air handling are the components of the Building Automation Systems.

Life Safety System

The Life Safety System works with the automation and mechanical systems of the building to ensure tenant safety. The Life Safety System is located on the first floor and uses the information generated by building smoke detectors and sprinkler flow switches to determine the areas effected. This system is integral in aiding the building staff in the event of a fire.

Smoke Alarms: There are smoke detectors located in all of the electrical closets and in major mechanical areas of the building. They are operated by a photoelectric cell. If the unit "senses" smoke, the automation system immediately goes into Fire Mode.

Fire Mode: A fire mode means that the air removed from the affected area is not allowed to enter into another area. The smoke and fumes are immediately exhausted out of the building.

Electronic Door Releases: In the event of a fire, the electronic door locks that are tied into the stairwell fire release and the stairwell doors will automatically unlock to allow the evacuation of the tenants from the building.

Central Station Monitoring: In the event of a fire, a signal is also sent to a central monitoring station, which is located, off-site of the property. This station immediately notifies the Chicago Fire Department.

Safety Speakers: Located in each suite and throughout the building are speakers which the building staff and emergency personnel use to notify the tenants in case of an evacuation and to also pass along critical information.

Elevators: When the building is in a Fire mode, the elevators are automatically recalled to the lobby.

Sprinkler System: Sprinkler heads are located in the ceilings throughout the building. At 135 degrees Fahrenheit, the covers melt to expose the sprinkler head. At 162

degrees Fahrenheit, the heads themselves melt releasing water to retard the fire. Each sprinkler head operates independently to avoid water damage in unaffected areas.

Fire Extinguishers: Located within each tenant space and the stairwells are ABC Fire Extinguishers, which are effective for all types of fires. In the event of small, localized fires, these units can be useful in extinguishing the flame. We must caution tenants that these extinguishers are ineffective on major fires and should not be used in those cases.



Stairwells



The East stairwell is located near the women's restroom and exits to the ground floor of the condominium lobby. The West stairwell is located near the men's restroom and exits into the loading dock on the ground floor.



Tornado or Funnel Cloud

In most cases, advance warning in the event of a tornado is not possible. Therefore, if a tornado is sighted approaching the building, notify the Building Management Office and proceed to move employees and visitors toward the core areas of the building, including restrooms and stairwells. The greatest danger will be that of flying glass and objects; therefore, attempt to locate personnel where the maximum numbers of walls are between you and the exterior of the building.

IMPORTANT TIPS

- ◆ Get away from the perimeter of the building and all exterior glass.
- ◆ Leave your exterior offices and close the doors.
- ◆ Go to an interior place without windows or glass.
- ◆ Sit down and put your head as close to your lap as possible.
- ◆ DO NOT go to the first-floor lobby or outside of the building.
- ◆ If you are trapped in an outside office, seek protection under a desk.
- ◆ Keep the radio or television set tuned to a local station for information.
- ◆ Do not use the telephone for information or advice. Keep the lines open for emergency calls only.



Tenant Rules and Regulations

1. No sign, placard, advertisement, name or notice shall be installed or displayed on any part of the outside or inside of the Building without the prior written consent of the Landlord. Landlord shall have the right to remove, at Tenant's expense and without notice, any sign installed or displayed in violation of this rule. All approved signs or lettering on doors and walls shall be printed, painted, affixed or inscribed at the expense of Tenant by a person or vendor chosen by Landlord. In addition, Landlord reserves the right to change from time to time the format of the signs or lettering and to require previously approved sign or lettering to be appropriately altered.
2. If Landlord objects in writing to any curtains, blinds, shades or screens attached to or hung in or used in connection with any window or door of the Premises, Tenant shall immediately discontinue such use. No awning shall be permitted on any part of the Premises. Tenant shall not place anything or allow anything to be placed against or near any glass partitions or doors or windows which may appear unsightly, in the opinion of Landlord, from outside Premises.
3. Tenant shall not obstruct and sidewalks, halls, passages, exits, entrances, elevators, escalators or stairways of the Building. The halls, passages, exits, entrances, shopping malls, elevators, escalators and stairways are not for the general public, and Landlord shall in all cases retain the right to control and prevent access to the Building of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation and interests of the Building and its tenants proved that nothing contained in this rule shall be construed to prevent such access to persons with whom any tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No tenant and no employee or invitee of any tenant shall go upon the roof of the Building.
4. The directory of the Building will be provided exclusively for the display of the name and location of tenants only, and Landlord reserves the right to exclude any other names there from.
5. All cleaning and janitorial services for the Building and the Premises shall be provided exclusively through the Landlord. Tenant shall not cause any unnecessary labor by carelessness or indifference to the good order and cleanliness of the Premises. Landlord shall not in any way be responsible to any Tenant for any loss of property on the Premises, however occurring or for any

damage to any Tenant's property by the janitor or any other employee or any other person.

6. Landlord will furnish Tenant free of charge with two (2) keys to the front door of the Premises. Landlord may make a reasonable charge for any additional keys, and Tenant shall not make or have made additional keys, and Tenant shall not alter any lock or install a new or additional lock or bolt on any door of its Premises. Tenant, upon the termination of its tenancy, shall deliver to Landlord the keys of all doors which have been furnished to Tenant.
7. If Tenant requires telegraphic, telephonic, burglar alarm or similar services, it shall first obtain, and comply with Landlord's instruction in their installation.
8. No equipment, materials, furniture, packages, supplies, merchandise or other property will be received in the Building or carried in the elevators except between such hours and in such elevators as may be designated by Landlord.
9. Tenant shall not place a load upon any floor that exceeds the load per square foot which such floor was designed to carry and which is allowed by law. Landlord shall have the right to prescribe the weight, size and position to all equipment, materials, furniture or other property brought into the Building. Heavy objects shall stand on such platforms as determined by Landlord to be necessary to properly distribute the weight. Business machines and mechanical equipment belonging to Tenant which cause noise or vibration that may be transmitted to the structure of the Building or to any space in the Building to such a degree as to be objectionable to Landlord or to any tenants shall be placed and maintained by Tenant, at Tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration. The persons employed to move such equipment in or out of the Building must be acceptable to Landlord. Landlord will not be responsible for loss of, or damage to, any such equipment or other property from any cause, and all damage done to the Building by maintaining or moving such equipment or other property shall be repaired at the expense of Tenant.
10. Tenant shall not use any method of heating or air conditioning other than that supplied by Landlord. Tenant shall not waste electricity, water or air conditioning. Tenant shall keep corridor doors closed.
11. Landlord reserves the right to exclude from the Building between the hours of 6:00 pm and 7:00 am the following day, or such other hours as may be established from time to time by Landlord, and on Sundays and legal holidays any person unless that person is known to the person or employee in charge of the Building and has a pass or is properly identified. Tenant shall be responsible

for all persons for whom it requests passes and shall be liable to Landlord for all acts of such persons. Landlord shall not be liable for damages for any error with regard to the admission to or exclusion from the Building of any person.

12. Tenant shall close and lock the doors of its Premises and entirely shut off all water faucets or other water apparatus and electricity, gas or air outlets before Tenant and its employees leave the Premises. Tenant shall be responsible for any damage or injuries sustained by other tenants or occupants of the Building or by Landlord for noncompliance with this rule.
13. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, no foreign substance of any kind whatsoever shall be thrown into any of them, and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Tenant who, or whose employees or invitees, shall have caused it.
14. Tenant shall not install any radio or television antenna, satellite dish, loudspeaker or other device on the roof or exterior walls of the Building. Tenant shall not interfere with radio or television broadcasting or reception from or in the Building or elsewhere.
15. Except as approved by Landlord, Tenant shall not mark, drive nails, screw or drill into partitions, woodwork or plaster or in any way deface the Premises. Tenant shall not cut or bore holes for wires. Tenant shall not affix any floor covering to the floor of the Premises in any manner except as approved by Landlord. Tenant shall repair any damage resulting from noncompliance with this rule.
16. Tenant shall not install, maintain or operate upon the Premises any vending machine.
17. Tenant shall store all its trash and garbage within its Premises. Tenant shall not place in any trash box or receptacle any material which cannot be disposed of in the ordinary and customary manner of trash and garbage disposal. All garbage and refuse disposal shall be made in accordance with directions issued from time to time by Landlord.
18. No cooking shall be done or permitted by any Tenant on the Premises, except by the Tenant of Underwriter's Laboratory approved microwave oven or equipment for brewing coffee, tea, hot chocolate and similar beverages shall be permitted provided that such equipment and use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations.

19. Tenant shall not use in any space or in the public halls of the Building any hand trucks except those equipped with the rubber tires and side guards of such other material-handling equipment as Landlord may approve. Tenant shall not bring any other vehicles of any kind into the Building.
20. Tenant shall not use the name of the Building in connection with or in promoting or advertising the business of Tenant except as Tenant's address.
21. The requirements of Tenant will be attended to only upon appropriate application to the Building Management Office by an authorized individual. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under special instruction from Landlord, and no employee of Landlord will admit any person (Tenant or otherwise) to any office without specific instructions from Landlord.
22. Tenant shall not bring into the Building nor keep in the Building animals or birds of any kind except for Service Animals.
23. Smoking is prohibited throughout One Magnificent Mile including but not limited to all tenant suites, restrooms, corridors, freight areas, parking garage and stairwells. Smoking is also not allowed within 20 feet of the entrance.
24. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Building.
25. These Rules and Regulations are in addition to, and shall not be construed to in any way modify or amend, in whole or in part, the terms covenants, agreements and conditions of any lease of premises in the Building.
26. Landlord reserves the right to make such other and reasonable rules and regulations as in its judgment may from time to time be needed for safety and security, for care and cleanliness of the Building and for the preservation of good order in and about the Building. Tenant agrees to abide by all such rules and any additional rules and regulations which are adopted.
27. Tenant shall be responsible for the observance of all of the foregoing rules by Tenant's employees, agents, clients, customers, invitees and guests.

EMERGENCY PROCEDURES ACKNOWLEDGEMENT

DATE: _____

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE EMERGENCY PROCEDURES FOR ONE MAGNIFICENT MILE.

NAME

COMPANY